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Health System Specialist Series

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SERIES DEFINITION

Positions in this series provide support to health care management officials by analyzing, evaluating, advising on and/or coordinating health care delivery systems and operations. Such positions may be located within an operating health care facility or at a higher organizational echelon. In addition to a high degree of analytical ability, positions in this series require specialized knowledge of the basic principles and practices related to the management of health care delivery systems. These positions do not have line authority.

EXPLANATORY STATEMENT

Managing a health care delivery system involves adapting general administrative principles, practices, processes, and techniques to meet the specialized requirements of the health care delivery system. It is the health system administrator, typically classified in the [GS-0670 Health System Administration Series](#), who has ultimate responsibility for managing the health care delivery system. Often, however, the complexity of the system makes it necessary to establish support positions to advise on and/or coordinate administrative policies, programs and operations. The duties and responsibilities of these support positions vary widely. Some are predominantly analytical and others are much more directly oriented toward operations. In any case, they require specialized knowledge of the basic principles and practices related to the management of a health care delivery system and the ability to apply this knowledge to solve the unique problems arising in the particular health care delivery system in which they serve.

QUALIFICATION REQUIREMENTS

The requirement for specialized knowledge of the basic principles and practices related to the management of health care delivery systems is the characteristic which distinguishes health system specialists from general analytical and administrative positions. While specific qualification requirements vary from position to position, according to the duties and responsibilities prescribed, all positions in the series require certain basic knowledges, skills and abilities. The following list is not all inclusive, but it does summarize some of the important qualification requirements for fully operational positions:

- knowledge of missions, organizations, programs, and requirements of health care delivery systems in general and in the country at large;
- knowledge of the unique characteristics of the specific health care delivery system served, (e.g., facility resources and programs, medical school affiliations (community demographics, resources, and relationships) and the role and organization of professional societies and volunteer groups);
- familiarity with regulations and standards of various regulatory and credentialing groups and ability to reconcile contradictory requirements in preparing staff recommendations and/or in coordinating clinical and administrative services;

- familiarity with government-wide, agency, and facility systems and requirements in various administrative areas such as budget, personnel, and procurement;
- recognition of the different functions and motivations of various employees and groups in the health care delivery system and ability to communicate effectively with each in order to gather information, present recommendations, and coordinate services; and,
- ability to analyze problems and present both written and oral recommendations taking into full consideration the wide range of factors and requirements which affect the management of the health care delivery system.

TITLES

The title, *Health System Specialist*, is authorized for positions in this series. Positions which meet the supervisory requirements outlined in Part II of the [Supervisory Grade-Evaluation Guide](#) should be titled and classified accordingly.

EXCLUSIONS

Positions involving the following types of work are excluded from this series:

1. Work which involves direct line responsibility for the management of a health care delivery system, an individual health care facility, or a major sub-division of such a facility. These positions should be classified in the [Health System Administration Series, GS-0670](#).
2. Analytical, evaluative, developmental, or advisory work performed in a health care delivery system where general analytical skills and abilities rather than specialized knowledge of the basic principles and practices related to the management of a health care delivery system are the paramount qualification requirement. Such positions are classified to the [Management Analysis Series, GS-0343](#) or the [Program Analysis Series, GS-0345](#).
3. Work which involves providing general administrative support in a health care delivery system where general administrative experience rather than specialized knowledge of the basic principles and practices related to management of a health care delivery system is the paramount qualification requirement. Such positions should be classified in an appropriate general administrative series.
4. Work in which specialized knowledge of a particular functional area (e.g., personnel, supply or medical records administration) rather than the principles and practices related to the management of a health care delivery system is the paramount qualification requirement. Such positions should be classified in the appropriate subject-matter series.

5. Work related to the administration or evaluation of Federal or Federal-State public health programs. These positions are classified in the [Public Health Program Specialist Series, GS-0685](#).

EVALUATION NOTES

Specific grade level criteria for positions in this series have not been developed. Positions meeting the requirements for inclusion in the series are to be classified by reference to the [Management Analysis Series, GS-0343](#), or such other standards for related kinds of work as appropriate for grade level determinations. Reference may be made to the [Health System Administration Series, GS-0670](#), for grade alignment purposes.